

NHSN: Add Users

NHSN Home

- Alerts
- Reporting Plan
- Resident
- Event
- Summary Data
- Surveys
- Analysis
- Users**
 - Add**
 - Find
- Facility
- Group
- Logout

Add User

1. Select "Add" under "Users" on the Nav Bar to add a new user.

Note: Only NHSN Facility Administrators will see this option and be able to add new users.

First Name *:

Middle Name:

Last Name *:

Title:

User Active: Y - Yes

User Type:

Phone Number *:

Fax Number:

User ID *: Up to 32 letters and/or numbers, no spaces or special characters

Prefix:

First Name *:

Middle Name:

Last Name *:

Title:

User Active: Y - Yes

User Type:

Phone Number *:

Fax Number:

E-mail Address *:

Address, line 1:

Address, line 2:

Address, line 3:

City:

State:

County:

Zip Code:

Home Phone Number:

Beeper:

2. Complete the required fields below, entering:

- User ID: You pick this when adding the user. First initial and last name are easy to use. It doesn't really matter what you pick - it's not something they enter into NHSN when logging in.
- Name
- Phone Number
- Email: Double check the spelling. This is what NHSN uses to set up the SAMS account.

3. Click "Save" to add the user and proceed to rights assignment.

NHSN: Add Users

Edit User Rights

User ID: **BBADGER (ID 205120)**

Facility List: Fac: State Memorial Long-term Care Facility

Rights	Healthcare Personnel Safety	Long Term Care
Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All Rights	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Analyze Data	<input type="checkbox"/>	<input type="checkbox"/>
Add, Edit, Delete	<input type="checkbox"/>	<input type="checkbox"/>
View Data	<input type="checkbox"/>	<input type="checkbox"/>
Customize Rights	<input type="checkbox"/>	<input type="checkbox"/>

Advanced
Effective Rights
Save
Back

4. Assign rights for the new user. Most users should have administrator rights, which mean they can add, edit, delete, and analyze data. Any number of users can have administrative rights, but there is only one NHSN Facility Administrator (the person adding the new user). Click "Save" to save the rights.

- NHSN Home
- Alerts
- Reporting Plan ▶
- Resident ▶
- Event ▶
- Summary Data ▶
- Surveys ▶
- Analysis ▶
- Users ▶
- Facility ▶
- Group ▶

Edit User Rights

✔ Users rights saved successfully.

5. A save confirmation message will appear at the top of the screen. An email will automatically be sent now from NHSN to the new user with instructions to begin the SAMS registration process.

Facility List:

Rights	Healthcare Personnel Safety	Long Term Care
Administrator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
All Rights	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Analyze Data	<input type="checkbox"/>	<input type="checkbox"/>
Add, Edit, Delete	<input type="checkbox"/>	<input type="checkbox"/>